

Office of Financial Management
P.O. Box 43113
Olympia, Washington 98504-3113

Exempt Recruitment Announcement

Position	Executive Policy Advisor for Early Learning Governor's Executive Policy Office
Location	Olympia, Washington
Position Description and Responsibilities	<p>The Governors Executive Policy Office has an immediate opening for an Executive Policy Advisor for Early Learning.</p> <p>The Executive Policy Advisor must perform a broad range of functions, including policy development and analysis, issue management, and advising the Governor.</p> <p>More specifically, these functions include working with senior staff, policy and budget staff, and state agencies (Departments of Social and Health Services, Community, Trade and Economic Development, and Early Learning, the Early Care and Education Assistance Program, and the Office of the Superintendent of Public Instruction) on issues relating to child care, child support enforcement, early learning, family law, and public assistance programs.</p> <p>The principal responsibilities are as follows:</p> <ul style="list-style-type: none">• Provide leadership support for Governor's legislative agenda and policy• Monitor and analyze pending legislation• Prepare and provide testimony at legislative hearings• Draft executive request legislation and prepare supporting educational materials• Educate legislators and stakeholders on executive request legislative proposals• Serve as the Governor's representative at state, local, and national meetings and events• Prepare/provide support for Governor's remarks and speeches <p>The advisor may also be assigned other general governmental issues or agencies.</p>
Desirable Qualifications	<p>Graduate degree in public policy, public administration, political science, law, or related field and policy development and/or analysis experience. Applicants with early learning experience are preferred. An undergraduate degree may be accepted.</p>

Knowledge/ Skills/Abilities

Demonstrated knowledge and abilities should include:

- Ability to read and interpret statutory language
- Familiarity with budgets
- Ability to manage numerous activities, production of key products, and meet deadlines
- Demonstrated effectiveness in designing, launching, and supporting new initiatives
- Ability to design and lead stakeholder processes
- High-level analytical and organizational skills
- Ability to work independently and as part of a team
- Strong commitment to customer service
- Excellent communication skills, and presentation skills in dealing with complex issues
- Competency in personal computer word processing and spreadsheet software. (Specific knowledge of Microsoft Word and Excel is desirable.)

Salary/Benefits

This position is exempt from Civil Service. Salary level commensurate with qualifications and experience. The position provides comprehensive state benefits, including vacation and sick leave; paid holidays; health, life, disability, and other optional insurance; retirement; social security; and military leave.

Process

Interested applicants should submit the following:

- Letter of interest, describing specific qualifications for the position
- Current resume, detailing experience, education, and current salary
- List of three professional references with current telephone numbers
- Personal Data sheet, located at www.ofm.wa.gov/jobs/datasheet.doc

Application packages should be sent to Employee Services, Office of Financial Management, P.O. Box 43113, Olympia, WA 98504-3113 or e-mail susan.latham@ofm.wa.gov or FAX 360/664-7660.

Application packages are due on December 12, 2006.

The top candidates will be invited to an interview to determine the finalists for this position. Since the selection will be based on information provided by the candidates, it is in the candidate's best interest to address the desirable qualifications of the job as they apply to their knowledge, skills, and abilities.

The Office of Financial Management is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this job announcement in an alternative format, may call 360/664-7659 or the Telecommunications Device for the Deaf 360/664-3649.